



State of Arizona  
Department of Education

## **Title II-A Guidance on the Use of Technology in the Provision of Core Academic Subjects**

### **Guidelines:**

- A highly qualified teacher of record must be present with students working on a core academic subject(s) through the use of digital curriculum software on a computer. It is recommended that students be grouped by content to insure that the teacher present in the room meets this requirement.
- Digital curriculum software (whether it is accessed locally from a school server or online via the Internet) would be considered the same as a textbook and cannot replace the requirement for having a highly qualified teacher present with students when they are working.
- A paraprofessional may be present to provide additional assistance to students utilizing a digital curriculum (as in a regular classroom setting), but cannot replace the requirement for a highly qualified teacher to be present.
- An LEA may utilize technology (ex. video conferencing) so that students who are remote from the main classroom can participate jointly in a live class being conducted. Students must be able to actively participate in the live class, including the ability to interact with the teacher and ask questions/receive direct assistance. In this instance, the teacher instructing the live class is acting as the teacher of record for all participating students. The teacher of record is responsible for directly instructing, evaluating and assigning grades for all students in the class and must be highly qualified in the assigned core content area.
- Students within an LEA can utilize an on-line course to receive instruction in a particular core content area. This is often used in remote areas where recruitment of highly qualified teachers is difficult. In this instance, the teacher of the on-line course must meet Arizona's highly qualified requirements for the core content area they are teaching. The teacher of an on-line course will be responsible for providing instruction, be accountable for monitoring/evaluating student progress and assigning grades. The instructor of an on-line course must be reviewed annually to determine whether they are highly qualified for the core content area(s) they are teaching. The LEA must gather all of the supporting documentation needed to verify the highly qualified status of the on-line teaching staff. The LEA must maintain this documentation with the other teacher files for five years (as required for federal documents) and report the each core content teaching position on the Highly Qualified Position Input Application through the Common Log-On.
- Teachers who are physically residing in another state and providing an Arizona LEA with an on-line course must hold a valid Arizona Identity Verified Prints (IVP) fingerprint card and hold an appropriate Arizona Teaching Certificate.